



## U.S. MISSION Job Announcement

**Riyadh – Jeddah - Dhahran**

**04-114**

**VACANCY ANNOUNCEMENT - JEDDAH  
( 180 DAYS TEMPORARY APPOINTMENT )**

**12/01/04**

**OPEN TO:** U.S. Citizens Only

**POSITION:** Management Assistant in the Community Liaison Office, FSN-07  
Position # 100136

**OPENING DATE:** December. 01, 2004

**CLOSING DATE:** Open until position filled

**WORK HOURS:** Full-time - 40 HWW

**SALARY:** Ordinarily Resident: SR. 57,524 p.a. (Starting salary)  
(Position Grade: FSN-07)

**NOTE: ALL APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Jeddah is seeking an individual for the **temporary** position of Mgmt Assistant in the Community Liaison Office Coordinator.

### **BASIC FUNCTION OF POSITION**

Under the supervision of the Management Officer, serves to maintain and improve Consulate community morale and quality of life. Welcome newcomers to post by providing hospitality kits and post information upon arrival. Organize and conduct social and recreational programs for employees and dependents.

A copy of the complete position description listing all duties and responsibilities is available at the Consulate HR office.

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** Completion of high school.
2. **Language Requirements:** Level IV English (fluency), Writing/Speaking/Reading is required.
3. **Knowledge/Other Criteria:** Must be familiar with the functions and operations of a Foreign Service post. Resident in Saudi Arabia for at least six months. Ability to assist people in adjusting to the post and local environment.
4. **Other Skills:** Must be able to write and edit materials, word processing experience and typing skills.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employee selected for position must have completed 52 weeks in present grade before promoted to higher grade.

## **TO APPLY**

1. Interested applicants for this position should submit the following:
2. Application for Federal Employment (SF-171 or OF-612); or
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

In Person: HR Office, American Consulate General, Jeddah

By mail: Human Resources Office, Jeddah

Address: P. O. Box 149, Jeddah 21411

## **POINT OF CONTACT**

Human Resources Office

Telephone: 966-2-667-0800 Ext. 4106/4485

FAX: 966-2-669-3074

## **DEFINITIONS**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: Open until position filled**

*An Equal Opportunity Employer*

**Drafted:** HR: SKAli/FSAhmed

**Cleared:** MGT:MMSangbong, FMC:WLauritsen

**Approved:** A/HR/MGMT/C:HLKeegan